Converting Microsoft Access 2002 to Pipe-Delimited ASCII Text Files

Using the Windows XP 2002 Professional Operating System with Service Pack 2 (SP2)

Note: Participants **must** return local Address Lists and Address Count Lists in the predefined, pipe-delimited ASCII text file format specified by the Census Bureau.

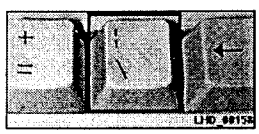
Summary: This document covers:

- Setting the pipe symbol as the default delimiter
- Converting an Access database to the Census computer-readable predefined pipe-delimited ASCII text file
- Removing the End Of File (EOF) marker from the ASCII text file.

Setting the Pipe Symbol as the Default Delimiter

1. From the Microsoft (MS) **Start** button, on the MS Windows task bar, highlight **Settings** and select the **Control Panel**. In the **Control Panel** window select **Regional and Language Options**.
2. In the **Regional and Language Options** window, select the **Regional Options** tab, click the **Customize...** button.
3. In the **Customize Regional Options** window, select the **Numbers** tab.
4. Set the **List Separator** field to a pipe-delimited symbol | by pressing **Shift** and |.

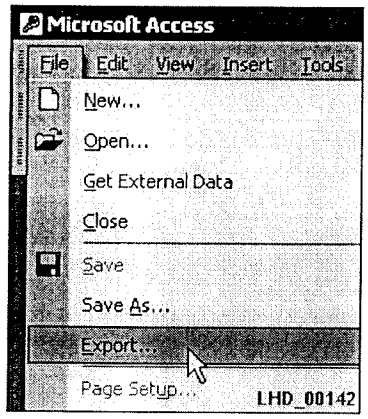
Note: The pipe symbol is usually located on the same key as the backslash symbol, but may be found elsewhere on the keyboard.



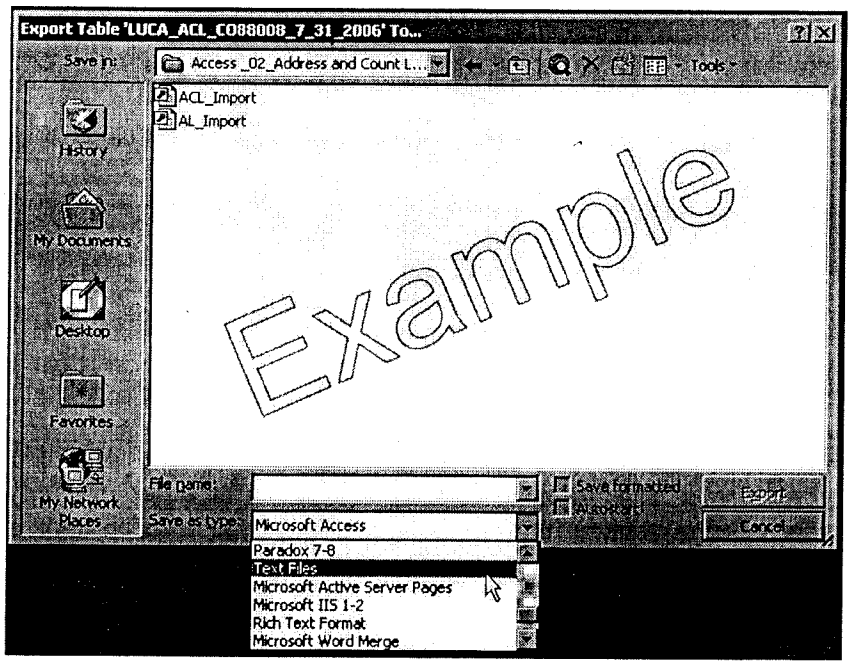
5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

Converting an Access Database to Predefined Pipe-Delimited ASCII Local Address Files

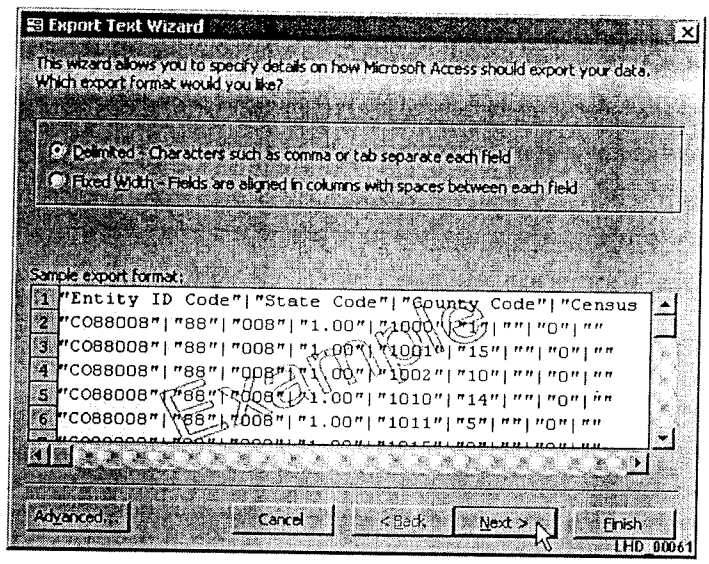
7. Open your **MS Access** database.
8. Select the Table that contains your Address data.
9. In the menu bar, click **File** and then click **Export...**



10. In the **Export Table** window, set the **Save as type:** dropdown list to **Text Files**.
11. In the **File name:** box, type a file name.
12. Click **Export**.



13. In the **Export Text Wizard** window, verify that the **Delimited** box is selected, and then click **Next**.

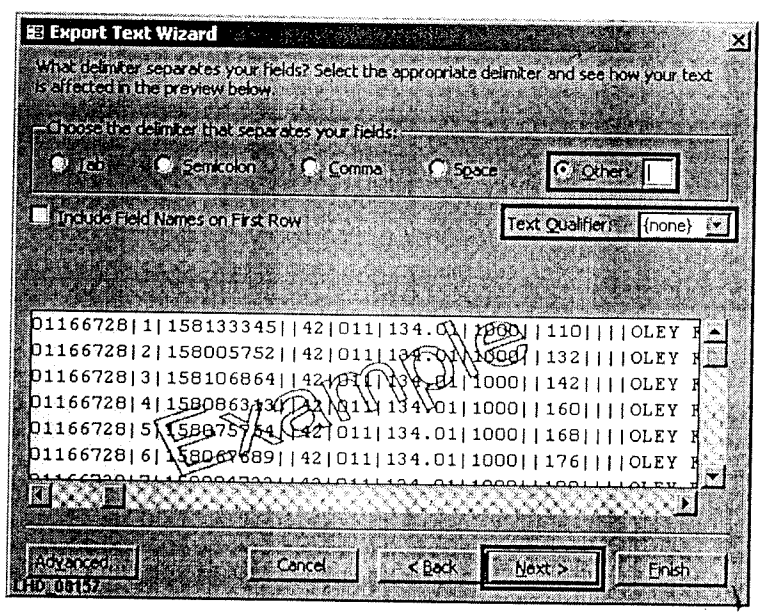


14. In the **Export Text Wizard** window, set the delimited type to **Other:**. Type a pipe symbol | in the **Other** dialog box and set the **Text Qualifier:** dropdown box to **{none}.**

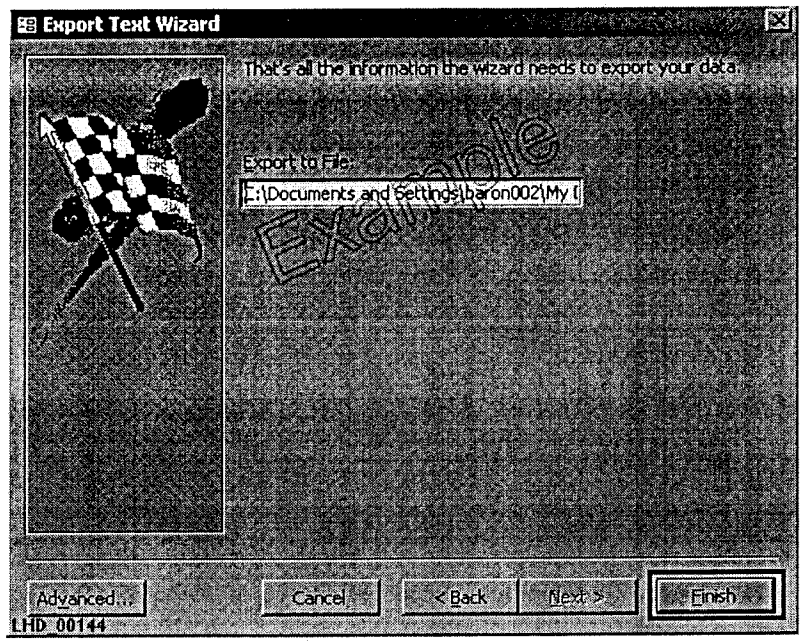
Note: The **Include Field Names on First Row** box should be left unselected. ASCII text files returned to Census should not contain headers.

---

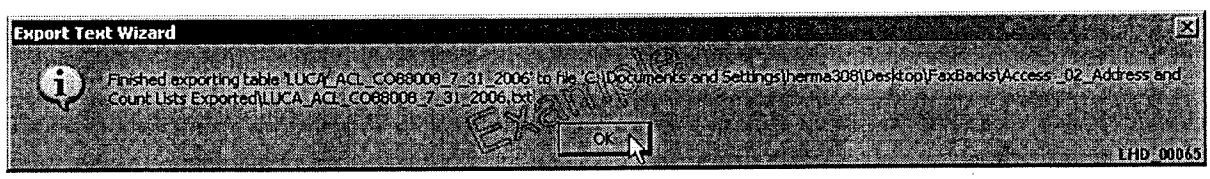
15. Click **Next**.



16. In the final **Export Text Wizard** window, verify the **Export to File:** location and click **Finish**.



17. The **Export Text Wizard** pop-up window appears confirming that the export has completed, click **OK**.

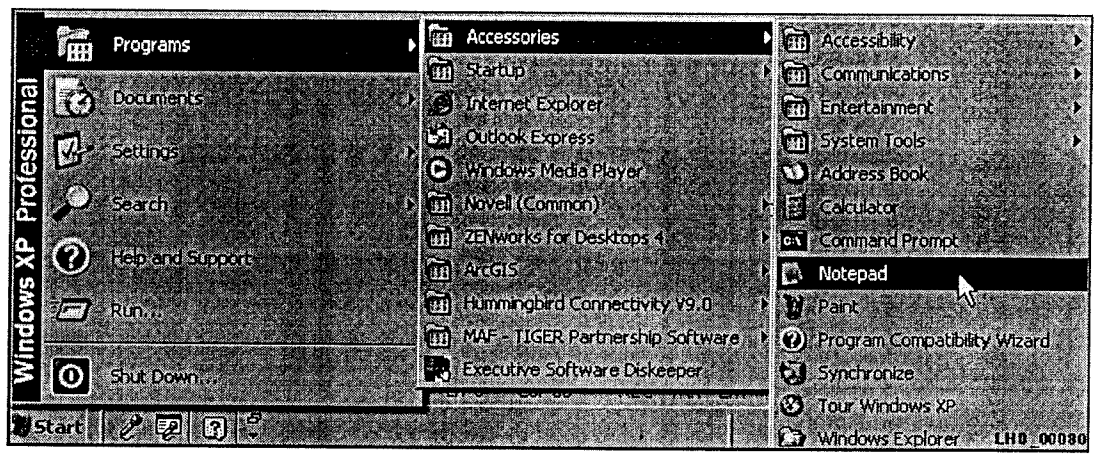


Note: If you modified your **List Separator** as instructed in the beginning of this document, please remember to change it back to its original field unless you wish to continue to have | stay as the default.

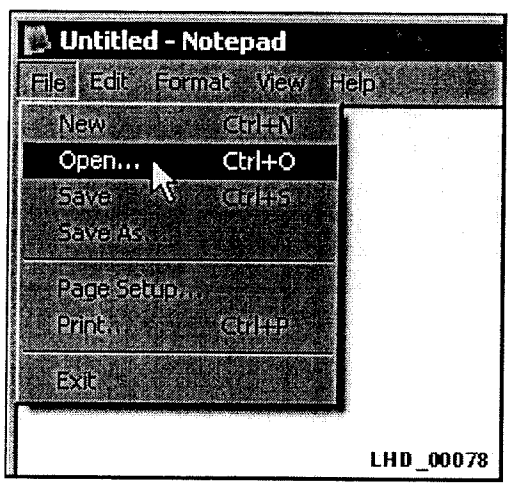
Removing the End Of File (EOF) Marker

The End-of-File (EOF) marker is an ASCII character that indicates the end of an ASCII text file. EOF markers are hidden characters that are not usually visible. EOF markers must be removed from ASCII text files before they are submitted to the Census. Use the **Microsoft Notepad** application included in **Microsoft Windows Accessories** to find and remove an EOF marker.

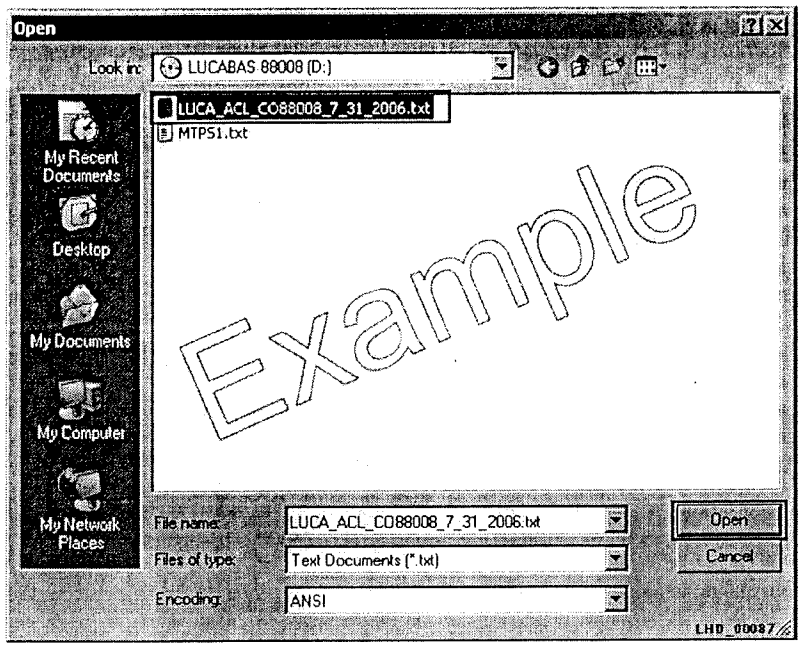
1. On the taskbar, click the **Start** button.
2. Click **Programs**, highlight **Accessories**, and then click **Notepad**.



3. In the **Untitled - Notepad** window, click **File**, and then click **Open**.

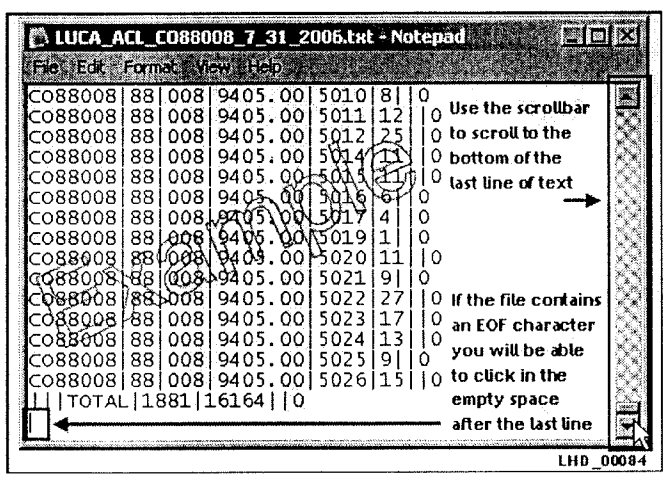


4. In the **Open** window, navigate to the pipe-delimited ASCII text file to be opened. Click **Open**.

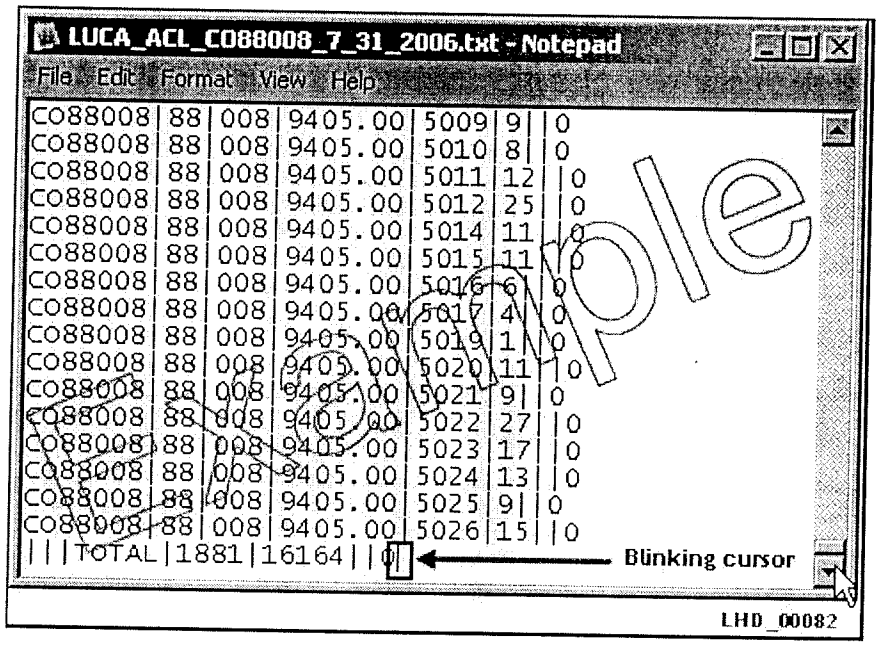


5. To determine if the file has an EOF marker use the scrollbar to move to the bottom of the file and try to click in the empty space below the last data record. If the blinking cursor is located *below* the last line of text, an EOF marker is present.

Note: If the cursor cannot be positioned below the last line of text there is no EOF marker.



6. To delete the EOF marker, position the cursor in the empty line below the last line of text and press the **Backspace** key. When the EOF marker has been removed, the cursor will be located at the end of the last line of data.



7. In the **Notepad** window, click **File** and then click **Save**.